

## UF Employees

### Reporting Work-Related Injuries

For medical emergencies, call 911 for help or transport the employee to the nearest medical facility. After emergency medical care is secured, contact UFWC at 352-392-4940 to report the incident.

#### **If a non-life threatening on-the-job injury occurs:**

1. The employee should notify a supervisor and then immediately contact the UF Workers' Compensation Office (UFWC) at (352) 392-4940. UFWC will complete the state required First Report of Injury form for the employee. Injured employees who do not think they require medical care should still contact UFWC to discuss the circumstances of their accident.
2. If you require medical attention, contact UFWC prior to going for care. UFWC staff will direct you to an authorized medical care provider to treat your injury, thereby insuring that you do not incur any expenses.
  - Remember: You must seek treatment only from an authorized medical provider in all cases except an emergency. Please contact UFWC for guidance with this process.
3. When you arrive at the authorized medical provider's facility, be prepared to show proof of identification in the form of a UF ID, driver's license or other acceptable picture ID.
  - Remember: After every medical appointment, you must provide your supervisor and UFWC with medical documentation of your work status. Injury-related absence from work may only be provided by your authorized medical care provider and it can not be provided after the fact.
4. Contact your supervisor daily or as directed by your supervisor in order to keep him/her informed about your medical progress, on-going treatment and prognosis for recovery.
  - Remember: You must attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination.
5. Read UF's modified duty statement. When your medical provider releases you to work, regardless of the limitations/restrictions you may have, you must be willing and available to return to the workplace.

#### Contact UFWC:

- If you are unable to attend a scheduled medical appointment.
- For assistance with recording your time and/or leave for doctor appointments, leaves of absence whether paid or unpaid and/or when you are receiving workers' compensation salary indemnification benefits.
- If you have concerns related to your claim, the medical care you are receiving or the benefits you are receiving.
- If your work unit does not provide you with modified duty work.

Questions? Contact UFWC at: (352) 392-4940 and/or via e-mail at: [workcomp@ufl.edu](mailto:workcomp@ufl.edu). You may also contact UFWC by dialing 1-800-955-8771 (TDD).

Remember: Absence from work due to a work-related injury or illness will count toward your Family and Medical Leave Act (FMLA) entitlement as set forth in the Act.